

## How to Submit Proposed Documents in Counties Other than Maricopa and Pima

### Submitting a proposed document as a connected (supporting) document

Allowed formats: docx, odt

1. In 'Section 3: Action Information', on the 'Main Document – Select' screen, select the 'Document Category' that best describes your lead document (Motion or Notice), then select the appropriate document description from the drop-down menu. Note that the document type must be one of the following:
  - Motion (any)
  - Notice of Filing: Proposed Order
  - Notice of Filing: Proposed Judgment
  - Notice of Filing: Proposed Notice of Hearing

2. Attach your main document on the 'Review and Prepare Your Documents' screen. Click on the 'Attach' link next to the document title under the 'Attach Your Documents' section.

3. Attach your proposed document as a supporting document. Click on the 'Attach' link next to 'Attach Supporting Documents'.

**Attach Your Documents** [info](#)

This site accepts only Adobe Acrobat Portable Document Format (PDF) documents as attachments.

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

**Notice: NOTICE OF FILING: PROPOSED JUDGMENT\***

[Attach](#) [View](#) [Remove](#)

**Attach Supporting Documents**

Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 25 supporting documents to this main document.

[Attach](#) [View](#) [Remove](#)

- A. Make the appropriate selection for Document Type from the following options:

- I. Proposed Hearing
- II. Proposed Judgment
- III. Proposed Order

**Attach Supporting Document**

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document.

Allowed attachment extensions: pdf, docx, odt

**Main Document:** Notice: NOTICE OF FILING: PROPOSED JUDGMENT

**Document Type \*** Exhibit/Attachment (Supporting) ▼

**Description of Document (i.e. Exhibit A) \***

**Attach Supporting Document**

[Save](#)

- B. Enter the document title without special characters.
- C. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.

- D. Press the 'Save' button. Depending on the size of your file, this attachment process could take several minutes. When the attachment process is completed, this Attach Document window will automatically close.

**Attach Supporting Document**

See below for the file types allowed, eg. PDF (Adobe Acrobat PDF) files Or DOCX (Word2007 and later), and ODT (OpenDocument) and instructions for attaching your document and instructions for attaching your document.

Allowed attachment extensions: docx,odt

Main Document:

Notice: NOTICE OF FILING: PROPOSED JUDGMENT

Document Type \*

Proposed Order

Description of Document  
(i.e. Exhibit A) \*

PROPOSED JUDGMENT

Attach Supporting Document

Choose File

DOCX-Prop...dgment.docx

Save